ST/IC/1998/2

UNITED NATIONS

# INDEX

# TO

# INFORMATION CIRCULARS

JANUARY 1998

## INTRODUCTION

1. The present index to information circulars lists in alphanumeric order by symbol, together with date and subject matter, all circulars at United Nations Headquarters that have been issued since November 1996. The index is issued annually.*

2. This index comprises the following sections:

(a) Information circulars, by alphanumeric symbol, issued in November and December 1996;

(b) Information circulars, by alphanumeric symbol, issued in 1997;

(c) Information circulars listed according to subject matter.

3. This index should be read in conjunction with the index to the administrative issuances (ST/IC/1998/1), which contains issuances issued under the ST/SGB/- series and the ST/AI/- series.

4. Copies of the index are available through official distribution. The index is also archived in the optical disk system.

5. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Rules and Regulations Unit, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax (212) 963-1068.

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* The numerical and subject indexes to administrative issuances, previously issued under the symbol ST/AI/218/Rev.18 and Add.1, are replaced by ST/IC/1998/1 for administrative issuances (Secretary-General's bulletins and administrative instructions) and ST/IC/1998/2 for information circulars.

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* On 1 June 1997 a new system for information circulars entered into force in accordance with Secretary-General's bulletin ST/SGB/1997/2.

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INDEX TO INFORMATION CIRCULARS*

A. INFORMATION CIRCULARS, BY ALPHANUMERIC SYMBOL, ISSUED IN NOVEMBER AND DECEMBER 1996**

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1995/78/ Add.1 | 26/11/96 | Joint Appeals Board | See also ST/AI/351 and Amend.1 and ST/IC/88/10 |
| ST/IC/1996/25/ Add.1 | 6/11/96 | 1995 Field Service promotions | |
| ST/IC/1996/62 | 1/11/96 | Post adjustment classification for New York | Superseded by ST/IC/1997/6 |
| ST/IC/1996/63 | 4/11/96 | Time off for voting on United States election day | Superseded by ST/IC/1997/69 |
| ST/IC/1996/64 | 6/11/96 | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category | Superseded by ST/IC/1997/7 |
| ST/IC/1996/65 | 8/11/96 | First day of issue: "50th Anniversary of UNICEF" stamps and souvenir cards and 1996 annual collection folders | |
| ST/IC/1996/66 | 12/11/96 | Placement and promotion list for staff in the Professional category and above | See also ST/IC/1996/75 |
| ST/IC/1996/67 | 12/11/96 | Placement and promotion list for staff in the General Service and related categories | See also ST/IC/1996/76 |

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* A revised system of indexing administrative issuances and information circulars has been established in accordance with Secretary-General's bulletins ST/SGB/1997/1 and ST/SGB/1997/2. The index to the administrative issuances is contained in ST/IC/1998/1.

** Information circulars ST/IC/1996/1 to ST/IC/1996/61 were indexed in administrative instruction ST/AI/218/Rev.18 and Add.1 dated November 1996.

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1996/68<br>ST/IC/1996/68/ Corr.1 | 15/11/96<br>6/12/96 | Official holidays and closure of Headquarters buildings to the public | Superseded by ST/IC/1997/80 |
| ST/IC/1996/69 | 27/11/96 | World AIDS Day - 2 December 1996 | |
| ST/IC/1996/70 | 3/12/96 | After-school recreation and study programme for United Nations children | Superseded by ST/IC/1997/45 |
| ST/IC/1996/71 | 4/12/96 | Competitive examination for promotion to the Professional category of staff members from other categories | Superseded by ST/IC/1997/84 |
| ST/IC/1996/72 | 6/12/96 | Staff performance appraisal | Superseded by ST/IC/1997/83 |
| ST/IC/1996/73 | 10/12/96 | Payment of income taxes | See also ST/IC/84/80 and ST/IC/87/64 in section C.XI.16 |
| ST/IC/1996/74 | 12/12/96 | Language proficiency examinations | See ST/IC/1997/23 and ST/IC/1997/53 |
| ST/IC/1996/75 | 13/12/96 | Placement and promotion list for staff in the Professional category and above | See also ST/IC/1996/66 and ST/IC/1997/4 |
| ST/IC/1996/76 | 13/12/96 | Placement and promotion list for staff in the General Service and related categories | See also ST/IC/1996/67 and ST/IC/1997/5 |
| ST/IC/1996/77 | 18/12/96 | Language and communication skills training - 1997 programme | See also ST/IC/1997/23 and ST/IC/1997/53. See ST/IC/1997/78 for 1998 programme |
| ST/IC/1996/78 | 23/12/96 | Van Breda medical, hospital and dental insurance | Paragraphs 8-24 only. See ST/IC/1997/91 |

## B. INFORMATION CIRCULARS, BY ALPHANUMERIC SYMBOL, ISSUED IN 1997

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/1 | 2/1/97 | Address by the Secretary-General | See also ST/IC/1997/42 |
| ST/IC/1997/2 | 7/1/97 | Revised base salary scale for staff in the Professional and higher categories and for staff in the Field Service category | See also ST/IC/1997/73 |
| ST/IC/1997/3<br>ST/IC/1997/3/ Corr.1 | 7/1/97<br>21/1/97 | Dependency allowances for staff in the Professional and higher categories and in the Field Service category | See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1 |
| ST/IC/1997/4 | 14/1/97 | Placement and promotion list for staff in the Professional category and above | See also ST/IC/1996/75 and ST/IC/1997/14 |
| ST/IC/1997/5 | 14/1/97 | Placement and promotion list for staff in the General Service and related categories | See also ST/IC/1996/76 and ST/IC/1997/15 |
| ST/IC/1997/6 | 14/1/97 | Post adjustment multiplier for New York | Superseded by ST/IC/1997/71 |
| ST/IC/1997/7 | 14/1/97 | Pensionable remuneration for staff in the Professional category and above and for staff in the Field Service category | Superseded by ST/IC/1997/73 |
| ST/IC/1997/8 | 14/1/97 | Security advisory relating to letter and package bombs | |
| ST/IC/1997/9 | 28/1/97 | First day of issue: "1997 Flag series" stamps, stationery and definitive stamps | |
| ST/IC/1997/10 | 31/1/97 | Revised salary scales for staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters | See also ST/IC/1994/17 and ST/IC/1995/51 (para. 6) in section C.XI.13 and ST/IC/1997/74 (para. 5) |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/11 | 4/2/97 | Electronic mail - directory maintenance and automatic message deletion | See also ST/AI/386 and ST/IC/1997/70 |
| ST/IC/1997/12 | 5/2/97 | Decision taken by the General Assembly on human resources management issues | Superseded by ST/AI/1997/7. See also ST/IC/1997/77 |
| ST/IC/1997/13 | 18/2/97 | New requirements by the host country for personal employees on a G-5 visa | See also ST/IC/1996/49 in section C.XI.17 and ST/IC/1997/18 |
| ST/IC/1997/14 | 18/2/97 | Placement and promotion list for staff in the Professional category and above | See also ST/IC/1997/4 and ST/IC/1997/19 |
| ST/IC/1997/15 | 18/2/97 | Placement and promotion list for staff in the General Service and related categories | See also ST/IC/1997/5 and ST/IC/1997/20 |
| ST/IC/1997/16 | 25/2/97 | First day of issue: "1997 Endangered species" series and stationery | |
| ST/IC/1997/17 | 4/3/97 | International Women's Day | |
| ST/IC/1997/18 | 6/3/97 | Household employees of United Nations staff members: participation in the United States Social Security Programme | See also ST/IC/1996/49 in section C.XI.17 and ST/IC/1997/13 |
| ST/IC/1997/19 | 14/3/97 | Placement and promotion list for staff in the Professional category and above | See also ST/IC/1997/14 and ST/IC/1997/24 |
| ST/IC/1997/20 | 14/3/97 | Placement and promotion list for staff in the General Service and related categories | See also ST/IC/1997/15 and ST/IC/1997/25 |
| ST/IC/1997/21 | 31/3/97 | Official holiday | See also ST/AI/283 and ST/IC/1997/80 |
| ST/IC/1997/22 | 22/4/97 | Revised rates for telephone and facsimile service using the United Nations global network | See also ST/SGB/269, and ST/IC/1992/66 and Amend.1 in section C.III.2 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/23 | 8/4/97 | Language proficiency examinations | See also ST/AI/207, and ST/IC/1995/73 and ST/IC/1996/77 in section C.XI.15 and ST/IC/1997/53 |
| ST/IC/1997/24 | 16/4/97 | Placement and promotion list for staff in the Professional category and above | See also ST/IC/1997/19 and ST/IC/1997/30 |
| ST/IC/1997/25 | 16/4/97 | Placement and promotion list for staff in the General Service and related categories | See also ST/IC/1997/20 and ST/IC/1997/31 |
| ST/IC/1997/26 | 18/4/97 | Take Our Daughters to Work Day | |
| ST/IC/1997/27 | 7/5/97 | First day of issue: "Earth Summit + 5" stamps, souvenir sheets and maximum cards | |
| ST/IC/1997/28 | 5/5/97 | Mobility and hardship allowance | See also ST/AI/363 and Corr.1 and Add.1 and 2, and ST/IC/1990/37 in section C.XI.2 and ST/IC/1997/38 |
| ST/IC/1997/29 | 19/5/97 | Improvements in the Aetna health insurance plan | See also ST/IC/1997/32 |
| ST/IC/1997/30 | 13/5/97 | Placement and promotion list for staff in the Professional category and above | See also ST/IC/1997/24 and ST/IC/1997/34 |
| ST/IC/1997/31 | 13/5/97 | Placement and promotion list for staff in the General Service and related categories | See also ST/IC/1997/25 and ST/IC/1997/35 |
| ST/IC/1997/32 | 28/5/97 | Renewal of the Headquarters medical and dental insurance plans effective 1 July 1997, and annual enrolment campaign, 2-6 June 1997 | See annex VIII of the circular for insurance carrier addresses and telephone numbers for claims and benefit inquiries. See also ST/IC/1997/29 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/33 | 29/5/97 | Cessation of tobacco smoking at United Nations Headquarters, New York | See also ST/AI/407 |
| ST/IC/1997/34 | 16/6/97 | Placement and promotion list for staff in the Professional category and above | See also ST/IC/1997/30 and ST/IC/1997/40 |
| ST/IC/1997/35 | 16/6/97 | Placement and promotion list for staff in the General Service and related categories | See also ST/IC/1997/31 and ST/IC/1997/41 |
| ST/IC/1997/36 | 16/6/97 | Special arrangements for admission to the premises, parking and catering facilities during the nineteenth special session of the General Assembly | |
| ST/IC/1997/37 | 24/6/97 | United Nations harassment survey | Expiration date: 31/12/1997. See also ST/SGB/154, ST/SGB/253 and ST/AI/379, and ST/IC/1992/67 in section C.XI.7 |
| ST/IC/1997/38 | 26/6/97 | Mobility and hardship allowance | Expiration date: 1/7/1998. See also ST/AI/363 and Corr.1 and Add.1 and 2, and ST/IC/1990/37 in section C.XI.2 and ST/IC/1997/28 |
| ST/IC/1997/39 | 1/7/97 | Fireworks display on Friday, 4 July 1997 | |
| ST/IC/1997/40 | 11/7/97 | Placement and promotion list for staff in the Professional category and above | Expiration date: 31/12/1997. See also ST/IC/1997/34 and ST/IC/1997/50 |
| ST/IC/1997/41 | 11/7/97 | Placement and promotion list for staff in the General Service and related categories | Expiration date: 31/12/1997. See also ST/IC/1997/35 and ST/IC/1997/51 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/42 | 14/7/97 | Briefing by the Secretary-General | See also ST/IC/1997/1 |
| ST/IC/1997/43 | 15/7/97 | New system for the promulgation of administrative issuances | Expiration date: 30/6/1998. See also ST/SGB/1997/1 and ST/SGB/1997/2 |
| ST/IC/1997/44 | 23/7/97 | United Nations garage | Expiration date: 31/8/2000. See also ST/AI/349, and ST/IC/86/49 (para. 2) and ST/IC/1994/4 in section C.I.2, ST/IC/1997/54 and ST/IC/1997/87 |
| ST/IC/1997/45 | 12/8/97 | After-school recreation and study programme for United Nations children | Expiration date: 31/1/1998. See ST/IC/1997/88 |
| ST/IC/1997/46 | 13/8/97 | First day of issue: "Transportation" stamps | Expiration date: 31/8/1997 |
| ST/IC/1997/47 | 13/8/97 | 1998 competitive examination for promotion to the Professional category of staff members from other categories | Expiration date: 31/8/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/81 and ST/IC/1997/84 |
| ST/IC/1997/48 | 13/8/97 | Working hours during the fifty-second session of the General Assembly | Expiration date: 31/12/1997. See also ST/AI/408 |
| ST/IC/1997/49 | 14/8/97 | United Nations Sabbatical Leave Programme for the year 1998 | Expiration date: 31/12/1998. See also ST/IC/1996/41 and Corr.1 in section C.XI.5 |
| ST/IC/1997/50 | 19/8/97 | Placement and promotion list for staff in the Professional category and above | Expiration date: 31/12/1997. See also ST/IC/1997/40 and ST/IC/1997/59 |
| ST/IC/1997/51 | 19/8/97 | Placement and promotion list for staff in the General Service and related categories | Expiration date: 31/12/1997. See also ST/IC/1997/41 and ST/IC/1997/60 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/52 | 22/8/97 | 1998 national competitive recruitment examinations | Expiration date: 31/12/1998. See also ST/SGB/210 and ST/AI/1997/1 |
| ST/IC/1997/53 | 25/8/97 | 1998 language proficiency examinations | Expiration date: 31/12/1998. See also ST/AI/207, and ST/IC/1995/73 and ST/IC/1996/77 in section C.XI.15, and ST/IC/1997/23 |
| ST/IC/1997/54 | 8/9/97 | United Nations garage | Expiration date: 31/8/2000. See also ST/AI/349, and ST/IC/86/49 (para. 2) and ST/IC/1994/4 in section C.I.2, ST/IC/1997/44 and ST/IC/1997/87 |
| ST/IC/1997/55 | 9/9/97 | Arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly | Expiration date: 31/12/1997. See also ST/SGB/259, ST/AI/387 and ST/IC/1997/56 |
| ST/IC/1997/56 | 10/9/97 | Additional arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly | Expiration date: 31/12/1997. See also ST/IC/1997/55 |
| ST/IC/1997/57 | 10/9/97 | Membership of the 1996/1997 Field Service Promotion Review Panel | Expiration date: 31/12/1998. See also ST/IC/1997/89 |
| ST/IC/1997/58 | 11/9/97 | Staff day 1997 | |
| ST/IC/1997/59 | 18/9/97 | Placement and promotion list for staff in the Professional category and above | Expiration date: 31/12/1997. See also ST/IC/1997/50 and ST/IC/1997/64 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/60 | 18/9/97 | Placement and promotion list for staff in the General Service and related categories | Expiration date: 31/12/1997. See also ST/IC/1997/51 and ST/IC/1997/65 |
| ST/IC/1997/61 | 18/9/97 | Implementation of a new desktop operating system on personal computers at United Nations Headquarters | Expiration date: 31/12/1998 |
| ST/IC/1997/62 | 19/9/97 | Employment of retirees | Expiration date: 31/12/1998. See also ST/AI/213/Rev.1 |
| ST/IC/1997/63 | 25/9/97 | First day of issue: "Tribute to Philately" stamps and souvenir card | Expiration date: 31/10/1997 |
| ST/IC/1997/64 | 13/10/97 | Placement and promotion list for staff in the Professional category and above | Expiration date: 31/12/1997. See also ST/IC/1997/59 and ST/IC/1997/75 |
| ST/IC/1997/65 | 13/10/97 | Placement and promotion list for staff in the General Service and related categories | Expiration date: 31/12/1997. See also ST/IC/1997/60 and ST/IC/1997/76 |
| ST/IC/1997/66 | 14/10/97 | Membership of the Classification Appeals and Review Committee for posts in the Professional category | Expiration date: 6/10/1999. See also ST/AI/277 |
| ST/IC/1997/67<br>ST/IC/1997/67/ Amend.1 | 14/10/97<br>31/12/97 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/10/1999. See also ST/AI/358 and Amend.1 |
| ST/IC/1997/68 | 21/10/97 | United Nations Day - 24 October 1997 | Expiration date: 25/10/1997 |
| ST/IC/1997/69 | 22/10/97 | Time off for voting on United States election day | Expiration date: 5/11/1997 |
| ST/IC/1997/70 | 27/10/97 | Electronic mail | Expiration date: 31/12/2000. See also ST/AI/386 and ST/IC/1997/11 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/71 | 31/10/97 | Post adjustment classification for New York | |
| ST/IC/1997/72 | 3/11/97 | First day of issue: "The Terracotta Warriors" stamps and prestige booklets, and the 1997 annual collection folders | Expiration date: 30/11/1997 |
| ST/IC/1997/73 | 11/11/97 | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category | See also ST/IC/1997/2 |
| ST/IC/1997/74 | 13/11/97 | Revised salary scale for staff in the Security Service category at Headquarters | See also ST/IC/1994/17 and ST/IC/1995/51 in section C.XI.13 and ST/IC/1997/10 (para. 4) |
| ST/IC/1997/75 | 17/11/97 | Placement and promotion list for staff in the Professional category and above | Expiration date: 31/12/1997. See also ST/IC/1997/64 and ST/IC/1997/85 |
| ST/IC/1997/76 | 17/11/97 | Placement and promotion list for staff in the General Service and related categories | Expiration date: 31/12/1997. See also ST/IC/1997/65 and ST/IC/1997/86 |
| ST/IC/1997/77 | 20/11/97 | Recruitment procedures for Professional staff | Expiration date: 31/12/1997. See also ST/AI/1997/7 |
| ST/IC/1997/78 | 21/11/97 | Language and communication skills training at Headquarters - 1998 programme | Expiration date: 31/12/1998. See also ST/AI/113 and ST/AI/207, and ST/IC/1995/73 in section C.XI.15 |
| ST/IC/1997/79 | 24/11/97 | Composition of the Panel on Discrimination and Other Grievances at Headquarters | Expiration date: 23/10/1999. See also ST/AI/308/Rev.1, and ST/IC/88/10 and ST/IC/1993/8 in section C.XI.3 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/80 | 25/11/97 | Official holidays and closure of Headquarters buildings to the public | Expiration date: 1/3/1998. See also ST/AI/283 and ST/IC/1997/21 |
| ST/IC/1997/81 | 8/12/97 | Competitive examination for promotion to the Professional category of staff members from other categories | Expiration date: 31/12/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/84 |
| ST/IC/1997/82 | 9/12/97 | Mental health - medical and employee assistance facilities | Expiration date: 31/12/1999. See also ST/AI/372 |
| ST/IC/1997/83 | 11/12/97 | Revised performance appraisal system | Expiration date: 31/12/1999. See also ST/SGB/1997/13 and ST/AI/1997/8 |
| ST/IC/1997/84 | 10/12/97 | Competitive examination for promotion to the Professional category of staff members from other categories | Expiration date: 30/11/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/81 |
| ST/IC/1997/85 | 16/12/97 | Placement and promotion list for staff in the Professional category and above | Expiration date: 31/12/1997. See also ST/IC/1997/75 |
| ST/IC/1997/86 | 16/12/97 | Placement and promotion list for staff in the General Service and related categories | Expiration date: 31/12/1997. See also ST/IC/1997/76 |
| ST/IC/1997/87 | 19/12/97 | United Nations garage | Expiration date: 31/12/1998. See also ST/AI/349, and ST/IC/86/49 (para. 2) and ST/IC/1994/4 in section C.I.2, ST/IC/1997/44 and ST/IC/1997/54 |
| ST/IC/1997/88 | 22/12/97 | After-school recreation and study programme for United Nations children | Expiration date: 30/6/1998. See also ST/IC/86/21 (paras. 3 and 7) in section C.XI.9 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/89 | 23/12/97 | 1996/1997 Field Service promotions | Expiration date: 31/12/1998. See also ST/IC/1997/57 |
| ST/IC/1997/90 | 26/12/97 | Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles) | Expiration date: in effect until further notice |
| ST/IC/1997/91 | 31/12/97 | Van Breda medical, hospital and dental insurance | Expiration date: 31/12/1998. See also ST/IC/1996/78, paragraphs 8-24 |

C. INFORMATION CIRCULARS LISTED ACCORDING TO SUBJECT MATTER
(series ST/AFS/SER.A/--, ST/ADM/SER.A/--, and ST/IC/--)

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| | | I. BUILDINGS, PREMISES AND SECURITY | |
| | | 1. Buildings and premises | |
| ST/IC/83/50 | 22/7/83 | Catering services: Joint Catering Advisory Committee | See also ST/IC/86/16, ST/IC/1991/47 (para. 2) and ST/IC/1993/47 |
| ST/IC/84/33 | 5/6/84 | Safeguarding of United Nations keys | |
| ST/IC/84/59 | 27/8/84 | Use of automated elevators | |
| ST/IC/86/16 | 13/3/86 | New catering arrangements | See also ST/IC/83/50 above and ST/IC/84/86 in section C.VI.4 |
| ST/IC/88/2 | 4/1/88 | Access to the Secretariat building and the United Nations garage | See also section C.I.2 |
| ST/IC/89/23/Rev.1 | 1/6/93 | Second floor of General Assembly and Conference buildings as a restricted area | |
| ST/IC/1990/79 | 29/11/90 | Meditation Room located in the visitors' lobby of the General Assembly building | |
| ST/IC/1991/47 | 8/8/91 | Catering services | Paragraph 2. See also ST/IC/83/50 |
| ST/IC/1993/47 | 2/9/93 | Catering services | See also ST/IC/83/50 above and ST/IC/84/86 in section C.VI.4 |
| ST/IC/1996/9 | 1/2/96 | Conservation of electric power and steam at Headquarters | See also ST/AI/323 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/36 | 16/6/97 | Special arrangements for admission to the premises, parking and catering facilities during the nineteenth special session of the General Assembly | |
| ST/IC/1997/39 | 1/7/97 | Fireworks display on Friday, 4 July 1997 | |
| ST/IC/1997/55 | 9/9/97 | Arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly | Expiration date: 31/12/1997. See also ST/SGB/259, ST/AI/387 and ST/IC/1997/56 |
| ST/IC/1997/56 | 10/9/97 | Additional arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly | Expiration date: 31/12/1997. See also ST/IC/1997/55 |
| ST/IC/1997/80 | 25/11/97 | Official holidays and closure of Headquarters buildings to the public | Expiration date: 1/3/1998. See also ST/AI/283, and ST/IC/1997/21 in section C.XI.5 |

2. Garage

| | | | |
|---|---|---|---|
| ST/IC/80/55 | 4/8/80 | Vehicle service station | |
| ST/IC/83/61/Rev.1 | 27/9/83 | Garage access | See also ST/IC/86/7, ST/IC/88/2 and ST/IC/1996/11 |
| ST/IC/84/12 | 1/2/84 | United Nations garage: increased parking rates | Delegations only |
| ST/IC/86/7 | 24/1/86 | Closure of the United Nations service drive | See also ST/IC/83/61/Rev.1, ST/IC/88/2 and ST/IC/1996/11 |
| ST/IC/86/33 | 23/5/86 | Parking of motorcycles and bicycles | See also ST/AI/349 and ST/IC/1994/4 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/86/49 | 18/9/86 | United Nations garage: increased parking rates | Paragraph 2. See also ST/IC/1994/4 |
| ST/IC/88/2 | 4/1/88 | Access to the Secretariat building and the United Nations garage | See also ST/IC/83/61/Rev.1, ST/IC/86/7 and ST/IC/1996/11 |
| ST/IC/1994/4 | 27/1/94 | United Nations garage - increase in parking fees and reinstatement of a limited number of temporary parking permits | See also ST/AI/349, ST/IC/86/49 (para. 2), ST/IC/1997/44, ST/IC/1997/54 and ST/IC/1997/87 |
| ST/IC/1996/11 | 7/2/96 | Service drive entrance at 48th Street | See also ST/IC/83/61/Rev.1, ST/IC/86/7 and ST/IC/88/2 |
| ST/IC/1997/44 | 23/7/97 | United Nations garage | Expiration date: 31/8/2000. See also ST/AI/349, ST/IC/86/49 (para. 2), ST/IC/1994/4, ST/IC/1997/54 and ST/IC/1997/87 |
| ST/IC/1997/54 | 8/9/97 | United Nations garage | Expiration date: 31/8/2000. See also ST/IC/1997/44 |
| ST/IC/1997/87 | 19/12/97 | United Nations garage | Expiration date: 31/12/1998. See also ST/IC/1997/54 |
| | | 3. Passes | |
| ST/IC/86/28 | 6/5/86 | Relocation of the Pass and Identification Unit Office | |
| | | 4. Safety | |
| ST/IC/84/18 | 2/3/84 | Guidelines for work with visual display units | |
| ST/IC/84/18/ Amend.1 | 12/7/89 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| | | 5. Security | |
| ST/IC/81/38 | 29/4/81 | Care of valuables and confidential material | See also ST/SGB/272 and ST/AI/341 |
| ST/IC/84/33 | 5/6/84 | Safeguarding of United Nations keys | |
| ST/IC/84/85 | 11/12/84 | Delivery and picking up of packages | See also ST/AI/387 and ST/IC/89/50 |
| ST/IC/84/91 | 28/12/84 | Security arrangements | See also ST/AI/387 |
| ST/IC/89/50 | 2/8/89 | Delivery of personal packages, mail and periodicals to United Nations premises | See also ST/AI/387 and ST/IC/84/85 |
| ST/IC/1990/8 | 16/1/90 | Virus alert: how to prevent microcomputer viruses | See also ST/IC/1992/14 |
| ST/IC/1992/14 | 28/2/92 | Computer virus alert | See also ST/IC/1990/8 |
| ST/IC/1997/8 | 14/1/97 | Security advisory relating to letter and package bombs | |
| | | II. CLAIMS | |
| ST/ADM/SER.A/1312 | 7/3/69 | Observance of time limits under the Staff Rules | |
| ST/ADM/SER.A/1315 | 14/3/69 | Designation, change or revocation of beneficiary | |
| ST/IC/1991/71<br>ST/IC/1991/71/Add.1 | 13/12/91<br>21/1/92 | Claims Board | See also ST/AI/149/Rev.4 |
| | | III. COMMUNICATIONS, ARCHIVES AND RECORDS | |
| | | 1. Archives and records | |
| No information circulars apply at present. | | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| | | 2. Communications, correspondence and mailing | |
| ST/ADM/SER.A/1636 | 12/9/72 | Use of cable communications | See also ST/IC/86/61 |
| ST/IC/77/30 | 22/6/77 | Special envelopes for delivery of cables | |
| ST/IC/78/22 | 4/4/78 | Increased cost of telephone services | |
| ST/IC/80/75 | 13/10/80 | New York Telephone Company: change in procedure for dialling telephone calls | See also ST/IC/84/90 |
| ST/IC/81/64 | 10/9/81 | Change of zip code for Post Office Box 20 address | |
| ST/IC/84/85 | 11/12/84 | Delivery and picking up of packages | See also ST/AI/387 and ST/IC/89/50 |
| ST/IC/84/90 | 21/12/84 | Change in telephone dialling procedures: New York City area codes | See also ST/IC/80/75 |
| ST/IC/86/61 | 18/11/86 | Transmission of official United Nations cables | See also ST/ADM/SER.A/1636 |
| ST/IC/87/29 | 26/5/87 | New telephone system | |
| ST/IC/89/21 | 27/3/89 | Measures taken to improve messenger services: institution of messenger unit zoning system | See also ST/IC/1996/24 |
| ST/IC/89/50 | 2/8/89 | Delivery of personal packages, mail and periodicals to United Nations premises | See also ST/AI/387 and ST/IC/84/85 |
| ST/IC/1992/66<br>ST/IC/1992/66/ Amend.1 | 30/10/92<br>14/12/92 | Telephone and facsimile communications services to United Nations offices, specialized agencies and peacekeeping missions | See also ST/SGB/269 and ST/IC/1997/22 |
| ST/IC/1994/1 | 13/1/94 | Telephone voice mail - installation of a new system | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1994/49 | 11/11/94 | Access to vacancy announcements through the Secretariat electronic mail (cc:Mail) | See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section C.XI.4 and ST/IC/1995/70 |
| ST/IC/1995/70 | 19/10/95 | Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions | See also ST/IC/1994/49 |
| ST/IC/1996/24 | 10/4/96 | Inter-office mail deliveries and use of special messengers | See also ST/IC/89/21 |
| ST/IC/1996/60 | 11/10/96 | Communications and contacts with host country authorities | |
| ST/IC/1997/8 | 14/1/97 | Security advisory relating to letter and package bombs | |
| ST/IC/1997/11 | 4/2/97 | Electronic mail - directory maintenance and automatic message deletion | See also ST/AI/386 and ST/IC/1997/70 |
| ST/IC/1997/22 | 22/4/97 | Revised rates for telephone and facsimile service using the United Nations global network | See also ST/SGB/269 and ST/IC/1992/66 and Amend.1 |
| ST/IC/1997/70 | 27/10/97 | Electronic mail | Expiration date: 31/12/2000. See also ST/AI/386 and ST/IC/1997/11 |

3. Pouch

| | | | |
|---|---|---|---|
| ST/IC/1993/36 | 6/7/93 | Diplomatic pouch automated voice information system | See also ST/AI/368 |
| ST/IC/1996/20 | 11/3/96 | Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters | See also ST/AI/368 and ST/IC/1993/36 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|

## IV. CONFERENCES

No information circulars apply at present.

## V. DOCUMENTS AND PUBLICATIONS

### 1. General

| | | | |
|---|---|---|---|
| ST/IC/1994/13 | 14/3/94 | Return of United Nations documents and publications | See also ST/IC/1992/76 in section C.VII |
| ST/IC/1995/41 | 28/6/95 | Sharing WordPerfect documents | See also ST/AI/361 |

### 2. Regulations for the control and limitation of documentation

No information circulars apply at present.

## VI. FINANCE

### 1. Financial arrangements

No information circulars apply at present.

### 2. General

| | | | |
|---|---|---|---|
| ST/ADM/SER.A/1938 | 5/2/76 | Adjustment of mid-month salary advances | |
| ST/IC/84/46 | 21/6/84 | Payroll deduction for personal cheques returned by banks | |
| ST/IC/1993/53 | 21/9/93 | Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters | See also ST/SGB/276 and ST/IC/1994/38 |
| ST/IC/1994/38 | 30/8/94 | Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters | See also ST/SGB/276 and ST/IC/1993/53 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1995/74 | 13/11/95 | Suspension of the granting of permanent and probationary appointments | See also ST/SGB/278, ST/SGB/280 and Amend.1 and ST/IC/1996/12 |
| ST/IC/1996/12 | 6/2/96 | Implementation of General Assembly decisions on the programme budget for the biennium 1996-1997 | See also ST/SGB/278, ST/SGB/280 and Amend.1 and ST/IC/1995/74 |
| ST/IC/1997/43 | 15/7/97 | New system for the promulgation of administrative issuances | Expiration date: 30/6/1998. See also ST/SGB/1997/1 and ST/SGB/1997/2 |

### 3. Financial regulations and rules

No information circulars apply at present.

### 4. Revenue-producing activities*

| | | | |
|---|---|---|---|
| ST/IC/83/50 | 22/7/83 | Catering services: Joint Catering Advisory Committee | See also ST/IC/84/86, ST/IC/86/16, ST/IC/1991/47 (para. 2) and ST/IC/1993/47 |
| ST/IC/84/12 | 1/2/84 | United Nations garage: increased parking rates | Delegations only |
| ST/IC/84/86 | 11/12/84 | Credit policy for use of the Delegates Dining Room and related catering services | |
| ST/IC/86/16 | 13/3/86 | New catering arrangements | See also ST/IC/83/50 |
| ST/IC/86/49 | 18/9/86 | United Nations garage: increased parking rates | Paragraph 2. See also ST/IC/1994/4 |
| ST/IC/1990/61 | 23/9/90 | 1989 United Nations Peace Medal and 1989 commemorative medals | |
| ST/IC/1991/47 | 8/8/91 | Catering services | Paragraph 2. See also ST/IC/83/50 |

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* For United Nations stamps, see information circulars listed in sections A and B above.

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1993/47 | 2/9/93 | Catering services | See also ST/IC/83/50 |
| ST/IC/1994/4 | 27/1/94 | United Nations garage - increase in parking fees and reinstatement of a limited number of temporary parking permits | See also ST/AI/349, and ST/IC/86/49 (para. 2) above and ST/IC/1997/44, ST/IC/1997/54 and ST/IC/1997/87 in section C.I.2 |

5. Trust funds and special accounts

No information circulars apply at present.

## VII. GENERAL OFFICE PROCEDURES

| | | | |
|---|---|---|---|
| ST/ADM/SER.A/1214 | 19/12/67 | Document copying and duplicating facilities: need for economy in expenditure | |
| ST/AFS/SER.A/179 | 18/11/52 | United Nations Committee on Exhibitions | See also ST/AI/376 and ST/AI/416 |
| ST/IC/78/22 | 4/4/78 | Increased cost of telephone services | |
| ST/IC/80/75 | 13/10/80 | New York Telephone Company: change in procedure for dialling telephone calls | See also ST/IC/84/90 |
| ST/IC/81/38 | 29/4/81 | Care of valuables and confidential material | See also ST/SGB/272 and ST/AI/341 |
| ST/IC/83/21 | 18/4/83 | Personnel directives | |
| ST/IC/83/21/Add.1 | 1/3/84 | | |
| ST/IC/83/21/Add.2 | 23/7/84 | | |
| ST/IC/83/21/Add.3 | 24/10/84 | | |
| ST/IC/83/21/Add.4 | 27/7/88 | | |
| ST/IC/83/21/Add.5 | 5/8/88 | | |
| ST/IC/83/21/Add.6 | 13/12/88 | | |
| ST/IC/83/21/Add.7 | 14/4/89 | | |
| ST/IC/83/21/Add.8 | 4/5/89 | | |
| ST/IC/83/21/Add.9 | 25/5/89 | | |
| ST/IC/83/21/Add.10 | 13/6/89 | | |
| ST/IC/83/21/Add.11 | 25/9/90 | | |
| ST/IC/83/21/Add.12 | 5/10/90 | | |
| ST/IC/83/21/Add.13 | 26/10/90 | | |
| ST/IC/83/21/Add.14 | 9/1/91 | | |
| ST/IC/83/21/Add.15 | 14/5/91 | | |
| ST/IC/83/21/Add.16 | 7/4/92 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/83/21/Add.17<br>ST/IC/83/21/Add.18<br>ST/IC/83/21/Add.19<br>ST/IC/83/21/Add.20 | 3/11/92<br>23/4/93<br>25/7/94<br>15/5/95 | Personnel directives (contd.) | |
| ST/IC/84/18<br>ST/IC/84/18/ Amend.1 | 2/3/84<br>12/7/89 | Guidelines for work with visual display units | |
| ST/IC/84/33 | 5/6/84 | Safeguarding of United Nations keys | |
| ST/IC/84/90 | 21/12/84 | Change in telephone dialling procedures: New York City area codes | See also ST/IC/80/75 |
| ST/IC/87/29 | 26/5/87 | New telephone system | |
| ST/IC/88/18 | 29/3/88 | Office paper recycling programme in the Secretariat building | See also ST/IC/1992/76 and ST/IC/1994/13 |
| ST/IC/1990/8 | 16/1/90 | Virus alert: how to prevent microcomputer viruses | See also ST/IC/1992/14 |
| ST/IC/1991/4 | 30/1/91 | Software products for microcomputers | See also ST/AI/355, ST/AI/359, ST/AI/361, ST/AI/386, ST/IC/1990/8, ST/IC/1992/14, ST/IC/1995/41, ST/IC/1995/54, ST/IC/1995/72 and ST/IC/1997/61 |
| ST/IC/1991/18 | 12/3/91 | Operating system software to be used on personal computer local area networks | See also ST/AI/386 and ST/IC/1995/54 |
| ST/IC/1991/57 | 14/10/91 | Service calls for office equipment | |
| ST/IC/1992/14 | 28/2/92 | Computer virus alert | See also ST/IC/1990/8 |
| ST/IC/1992/66<br>ST/IC/1992/66/ Amend.1 | 30/10/92<br>14/12/92 | Telephone and facsimile communications services to United Nations offices, specialized agencies and peacekeeping missions | See also ST/SGB/269 and ST/IC/1997/22 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1992/76 | 20/11/92 | Recycling programme at Headquarters | See also ST/IC/88/18 and ST/IC/1994/13 |
| ST/IC/1993/53 | 21/9/93 | Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters | See also ST/SGB/276 and ST/IC/1994/38 |
| ST/IC/1994/1 | 13/1/94 | Telephone voice mail - installation of a new system | |
| ST/IC/1994/13 | 14/3/94 | Return of United Nations documents and publications | See also ST/IC/1992/76 |
| ST/IC/1994/38 | 30/8/94 | Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters | See also ST/SGB/276 and ST/IC/1993/53 |
| ST/IC/1994/49 | 11/11/94 | Access to vacancy announcements through the Secretariat electronic mail (cc:Mail) | See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section C.XI.4 and ST/IC/1995/70 |
| ST/IC/1995/27 | 12/5/95 | Internet project | |
| ST/IC/1995/41 | 28/6/95 | Sharing WordPerfect documents | See also ST/AI/361 |
| ST/IC/1995/54 | 25/8/95 | Windows 95 software | See also ST/AI/347, ST/AI/355, ST/AI/386, ST/IC/1991/4, ST/IC/1991/18 and ST/IC/1997/61 |
| ST/IC/1995/70 | 19/10/95 | Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions | See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section C.XI.4 and ST/IC/1994/49 |
| ST/IC/1995/72 | 3/11/95 | Information technology training | See also ST/AI/355 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1996/29 | 25/4/96 | Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority" | See also ST/SGB/273 and ST/AI/397 |
| ST/IC/1997/11 | 4/2/97 | Electronic mail - directory maintenance and automatic message deletion | See also ST/AI/386 and ST/IC/1997/70 |
| ST/IC/1997/22 | 22/4/97 | Revised rates for telephone and facsimile service using the United Nations global network | See also ST/SGB/269 and ST/IC/1992/66 and Amend.1 |
| ST/IC/1997/43 | 15/7/97 | New system for the promulgation of administrative issuances | Expiration date: 30/6/1998. See also ST/SGB/1997/1 and ST/SGB/1997/2 |
| ST/IC/1997/61 | 18/9/97 | Implementation of a new desktop operating system on personal computers at United Nations Headquarters | Expiration date: 31/12/1998 |
| ST/IC/1997/70 | 27/10/97 | Electronic mail | Expiration date: 31/12/2000. See also ST/AI/386 and ST/IC/1997/11 |
| | | VIII. LIBRARY | |
| ST/ADM/SER.A/1872 | 13/6/75 | Library services: The New York Times Information Bank | |
| ST/ADM/SER.A/1932 | 3/2/76 | Circulation of newspapers | |
| ST/IC/78/43 | 30/6/78 | United Nations Bibliographical Information System (UNBIS) | |
| | | IX. MISSIONS | |
| ST/IC/1993/23 | 5/4/93 | Missions roster | See also ST/SGB/277, ST/AI/404 and ST/IC/1995/8 |
| ST/IC/1995/8 | 28/2/95 | Mission readiness workshops | See also ST/IC/1993/23 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| | | X. ORGANIZATIONAL STRUCTURE | |
| | | 1. General | |
| ST/IC/86/43 | 18/8/86 | Report of the Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations | See also ST/AI/336 and ST/IC/87/63 |
| ST/IC/87/63 | 24/12/87 | Implementation of General Assembly resolution 41/213: recommendation 15 of the Group of High-level Intergovernmental Experts | See also ST/AI/336 and ST/IC/86/43 |
| | | 2. Institutes | |
| ST/IC/83/9 | 25/2/83 | New status of the United Nations Institute for Disarmament Research | |
| | | 3. Secretariat departments and units | |
| ST/AFS/SER.A/179 | 18/11/52 | United Nations Committee on Exhibitions | See also ST/AI/376 and ST/AI/416 |
| ST/IC/89/24 | 28/3/89 | Records management services | See also ST/SGB/242 |
| ST/IC/1996/29 | 25/4/96 | Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority" | See also ST/SGB/273 and ST/AI/397 |
| | | 4. Secretariat boards and committees | |
| ST/AFS/SER.A/179 | 18/11/52 | United Nations Committee on Exhibitions | See also ST/AI/376 and ST/AI/416 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/83/50 | 22/7/83 | Catering services: Joint Catering Advisory Committee | See also ST/IC/84/86 in section C.VI.4 and ST/IC/86/16, ST/IC/1991/47 (para. 2) and ST/IC/1993/47 in section C.I.1 |
| ST/IC/85/39 | 23/7/85 | Staff incentive programme: objectives and composition of the Staff Incentive Review Committee | See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2 |
| ST/IC/1991/35 | 16/5/91 | Membership of the Panels of Counsel | See also ST/AI/351 and Amend.1 |
| ST/IC/1991/71<br>ST/IC/1991/71/ Add.1 | 13/12/91<br>21/1/92 | Claims Board | See also ST/AI/149/Rev.4 |
| ST/IC/1993/18 | 25/3/93 | Membership of the Health and Life Insurance Committee | |
| ST/IC/1994/23 | 4/5/94 | Membership of the Working Group of the Technological Innovations Board | See also ST/SGB/245 |
| ST/IC/1994/37 | 17/8/94 | Membership of the Joint Advisory Committee at Headquarters | See also ST/SGB/200/Rev.1 |
| ST/IC/1995/78<br>ST/IC/1995/78/ Add.1 | 15/11/95<br>26/11/96 | Joint Appeals Board | See also ST/AI/351 and Amend.1, and ST/IC/88/10 in section C.XI.3 |
| ST/IC/1995/79 | 15/11/95 | Joint Disciplinary Committee | See also ST/AI/351 and Amend.1 and ST/AI/371, and ST/IC/88/10 in section C.XI.3 |
| ST/IC/1996/46 | 29/7/96 | Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee | |
| ST/IC/1996/51<br>ST/IC/1996/51/ Add.1 | 8/8/96<br>31/10/96 | Membership of the Appointment and Promotion Panel | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/57 | 10/9/97 | Membership of the 1996/1997 Field Service Promotion Review Panel | Expiration date: 31/12/1998. See also ST/IC/1997/89 |
| ST/IC/1997/66 | 14/10/97 | Membership of the Classification Appeals and Review Committee for posts in the Professional category | Expiration date: 6/10/1999. See also ST/AI/277 |
| ST/IC/1997/67<br>ST/IC/1997/67/ Amend.1 | 14/10/97<br>31/12/97 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/10/1999. See also ST/AI/358 and Amend.1 |
| ST/IC/1997/79 | 24/11/97 | Composition of the Panel on Discrimination and Other Grievances at Headquarters | Expiration date: 23/10/1999. See also ST/AI/308/Rev.1, and ST/IC/88/10 and ST/IC/1993/8 in section C.XI.3 |

### 5. Units servicing voluntary programmes

No information circulars apply at present.

## XI. PERSONNEL

### 1. Administration-staff relations

| | | |
|---|---|---|
| ST/IC/83/21 | 18/4/83 | Personnel directives |
| ST/IC/83/21/Add.1 | 1/3/84 | |
| ST/IC/83/21/Add.2 | 23/7/84 | |
| ST/IC/83/21/Add.3 | 24/10/84 | |
| ST/IC/83/21/Add.4 | 27/7/88 | |
| ST/IC/83/21/Add.5 | 5/8/88 | |
| ST/IC/83/21/Add.6 | 13/12/88 | |
| ST/IC/83/21/Add.7 | 14/4/89 | |
| ST/IC/83/21/Add.8 | 4/5/89 | |
| ST/IC/83/21/Add.9 | 25/5/89 | |
| ST/IC/83/21/Add.10 | 13/6/89 | |
| ST/IC/83/21/Add.11 | 25/9/90 | |
| ST/IC/83/21/Add.12 | 5/10/90 | |
| ST/IC/83/21/Add.13 | 26/10/90 | |
| ST/IC/83/21/Add.14 | 9/1/91 | |
| ST/IC/83/21/Add.15 | 14/5/91 | |
| ST/IC/83/21/Add.16 | 7/4/92 | |
| ST/IC/83/21/Add.17 | 3/11/92 | |
| ST/IC/83/21/Add.18 | 23/4/93 | |
| ST/IC/83/21/Add.19 | 25/7/94 | |
| ST/IC/83/21/Add.20 | 15/5/95 | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/83/50 | 22/7/83 | Catering services: Joint Catering Advisory Committee | See also ST/IC/84/86 in section C.VI.4 and ST/IC/86/16, ST/IC/1991/47 (para. 2) and ST/IC/1993/47 in section C.I.1 |
| ST/IC/88/10 | 1/3/88 | Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme | See also ST/AI/371 and ST/IC/1995/79 |
| ST/IC/1991/35 | 16/5/91 | Membership of the Panels of Counsel | See also ST/AI/351 and Amend.1 |
| ST/IC/1993/8 | 28/1/93 | Report on the work of the Panel on Discrimination and Other Grievances | See also ST/AI/308/Rev.1, ST/IC/88/10 and ST/IC/1997/79 |
| ST/IC/1994/37 | 17/8/94 | Membership of the Joint Advisory Committee at Headquarters | See also ST/SGB/200/Rev.1 |
| ST/IC/1995/78<br>ST/IC/1995/78/Add.1 | 15/11/95<br>26/11/96 | Joint Appeals Board | See also ST/AI/351 and Amend.1 and ST/IC/88/10 |
| ST/IC/1995/79 | 15/11/95 | Joint Disciplinary Committee | See also ST/AI/351 and Amend.1, ST/AI/371 and ST/IC/88/10 |
| ST/IC/1997/43 | 15/7/97 | New system for the promulgation of administrative issuances | Expiration date 30/6/1998. See also ST/SGB/1997/1 and ST/SGB/1997/2 |
| ST/IC/1997/79 | 24/11/97 | Composition of the Panel on Discrimination and Other Grievances at Headquarters | Expiration date: 23/10/1999. See also ST/AI/308/Rev.1, ST/IC/88/10 and ST/IC/1993/8 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| | | 2. Allowances, entitlements and grants | |
| ST/IC/82/48 | 1/7/82 | Dependency allowances | See also ST/AI/278/Rev.1, ST/AI/366 and Amend.1, ST/IC/1995/51 (para. 6), ST/IC/1996/40, ST/IC/1997/3 and Corr.1, ST/IC/1997/10 (para. 4) and ST/IC/1997/74 (para. 5) |
| ST/IC/89/22 | 28/3/89 | Reimbursement for work permit fees levied by the Egyptian authorities on United Nations employees of Egyptian nationality | |
| ST/IC/1990/37 | 24/5/90 | Implementation of the mobility and hardship allowance | See also ST/AI/363 and Corr.1 and Add.1 and 2, ST/IC/1997/28 and ST/IC/1997/38 |
| ST/IC/1990/63 | 30/8/90 | Language allowance for staff in the Trades and Crafts category at Headquarters | See also ST/IC/1997/10 |
| ST/IC/1992/18 | 6/3/92 | Separation payments for staff in the Professional and higher categories | |
| ST/IC/1995/51 | 16/8/95 | (a) Revised salary scale for staff in the Trades and Crafts category at Headquarters, and results of the salary survey conducted for the Security Service category; (b) Revised dependency allowances for staff in the General Service, Language Teacher, Public Information Assistant, Trades and Crafts, and Security Service categories at Headquarters | Paragraph 6. See also ST/IC/1997/10 and ST/IC/1997/74 |
| ST/IC/1996/40 | 9/7/96 | Dependency benefits | See also ST/AI/278/Rev.1 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1996/43 | 19/7/96 | Threshold percentage for the purpose of calculating rental subsidies | See also ST/AI/350 and Amend.2 and 3 |
| ST/IC/1997/3<br>ST/IC/1997/3/ Corr.1 | 7/1/97<br>21/1/97 | Dependency allowances for staff in the Professional and higher categories and in the Field Service category | See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1 |
| ST/IC/1997/10 | 31/1/97 | Revised salary scales for staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters | Paragraph 4 |
| ST/IC/1997/28 | 5/5/97 | Mobility and hardship allowance | See also ST/AI/363 and Corr.1 and Add.1 and 2, ST/IC/1990/37 and ST/IC/1997/38 |
| ST/IC/1997/38 | 26/6/97 | Mobility and hardship allowance | Expiration date: 31/7/1998. See also ST/IC/1997/28 |
| ST/IC/1997/74 | 13/11/97 | Revised salary scale for staff in the Security Service category at Headquarters | Paragraph 5 |
| | | 3. Appeals | |
| ST/ADM/SER.A/1312 | 7/3/69 | Observance of time limits under the Staff Rules | |
| ST/IC/82/7 | 3/2/82 | Internal recourse procedures in the United Nations Secretariat | See also ST/AI/371 and ST/IC/88/10 |
| ST/IC/88/10 | 1/3/88 | Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme | See also ST/AI/371 and ST/IC/1995/79 |
| ST/IC/1991/35 | 16/5/91 | Membership of the Panels of Counsel | See also ST/AI/351 and Amend.1 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1993/8 | 28/1/93 | Report on the work of the Panel on Discrimination and Other Grievances | See also ST/AI/308/Rev.1, ST/IC/88/10 and ST/IC/1997/79 |
| ST/IC/1995/78<br>ST/IC/1995/78/Add.1 | 15/11/95<br>26/11/96 | Joint Appeals Board | See also ST/AI/351 and Amend.1 and ST/IC/88/10 |
| ST/IC/1995/79 | 15/11/95 | Joint Disciplinary Committee | See also ST/AI/351 and Amend.1, ST/AI/371 and ST/IC/88/10 |
| ST/IC/1996/29 | 25/4/96 | Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority" | See also ST/SGB/273 and ST/AI/397 |
| ST/IC/1997/66 | 14/10/97 | Membership of the Classification Appeals and Review Committee for posts in the Professional category | Expiration date: 6/10/1999. See also ST/AI/277 |
| ST/IC/1997/67<br>ST/IC/1997/67/Amend.1 | 14/10/97<br>31/12/97 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/10/1999. See also ST/AI/358 and Amend.1 |
| ST/IC/1997/79 | 24/11/97 | Composition of the Panel on Discrimination and Other Grievances at Headquarters | Expiration date: 23/10/1999. See also ST/AI/308/Rev.1, ST/IC/88/10 and ST/IC/1993/8 |

4. Appointments, placement and promotion*

| | | | |
|---|---|---|---|
| ST/IC/87/63 | 24/12/87 | Implementation of General Assembly resolution 41/213: recommendation 15 of the Group of High-level Inter-governmental Experts | See also ST/AI/336, and ST/IC/86/43 in section C.X.1 |

* For placement and promotion lists issued during the period 1 November 1996 to 31 December 1997, see sections A and B above.

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/89/25 | 11/4/89 | Consideration of family members for employment in the General Service category in New York | |
| ST/IC/1992/67 | 29/10/92 | Guidelines for promoting equal treatment of men and women in the Secretariat | See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1997/37 |
| ST/IC/1993/66<br>ST/IC/1993/66/ Corr.2<br>ST/IC/1993/66/ Add.1 | 2/12/93<br>8/8/94<br>2/12/93 | Placement and promotion | See also ST/SGB/267, ST/AI/413, ST/IC/1994/49 and ST/IC/1995/70 |
| ST/IC/1994/49 | 11/11/94 | Access to vacancy announcements through the Secretariat electronic mail (cc:Mail) | See also ST/SGB/267, ST/AI/413, ST/IC/1993/66 and Corr.2 and Add.1 and ST/IC/1995/70 |
| ST/IC/1995/70 | 19/10/95 | Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions | See also ST/IC/1994/49 |
| ST/IC/1995/74 | 13/11/95 | Suspension of the granting of permanent and probationary appointments | See also ST/SGB/278 and ST/SGB/280 and Amend.1, and ST/IC/1996/12 in section C.VI.2 |
| ST/IC/1996/25/ Add.1 | 6/11/96 | 1995 Field Service promotions | |
| ST/IC/1996/46 | 29/7/96 | Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee | |
| ST/IC/1996/51<br>ST/IC/1996/51/ Add.1 | 8/8/96<br>31/10/96 | Membership of the Appointment and Promotion Panel | |
| ST/IC/1995/73 | 8/11/95 | Multilingualism | See also ST/AI/113 and ST/AI/207, and ST/IC/1997/78 in section C.XI.15 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/37 | 24/6/97 | United Nations harassment survey | Expiration date: 31/12/1997. See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1992/67. |
| ST/IC/1997/57 | 10/9/97 | Membership of the 1996/1997 Field Service Promotion Review Panel | Expiration date: 31/12/1998. See also ST/IC/1997/89 |
| ST/IC/1997/77 | 20/11/97 | Recruitment procedures for Professional staff | See also ST/AI/1997/7 |
| ST/IC/1997/81 | 8/12/97 | Competitive examination for promotion to the Professional category of staff members from other categories | Expiration date: 31/12/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/84 |
| ST/IC/1997/83 | 11/12/97 | Revised performance appraisal system | Expiration date: 31/12/1999. See also ST/SGB/1997/13 and ST/AI/1997/8 |
| ST/IC/1997/84 | 10/12/97 | Competitive examination for promotion to the Professional category of staff members from other categories | Expiration date: 30/11/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/81 |
| ST/IC/1997/89 | 23/12/97 | 1996/1997 Field Service promotions | Expiration date: 31/12/1998. See also ST/IC/1997/57 |

5. Attendance, leave and working hours

| | | | |
|---|---|---|---|
| ST/IC/79/10 | 24/1/79 | Unauthorized absence | |
| ST/IC/1996/41<br>ST/IC/1996/41/Corr.1 | 11/7/96<br>31/10/96 | United Nations Sabbatical Leave Programme for the year 1997 | See ST/IC/1997/49 for the Sabbatical Leave Programme for the year 1998 |
| ST/IC/1997/21 | 31/3/97 | Official holiday | See also ST/AI/283 and ST/IC/1997/80 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/48 | 13/8/97 | Working hours during the fifty-second session of the General Assembly | Expiration date: 31/12/1997. See also ST/AI/408 |
| ST/IC/1997/49 | 14/8/97 | United Nations Sabbatical Leave Programme for the year 1998 | Expiration date: 31/12/1998. See also ST/IC/1996/41 and Corr.1 |
| ST/IC/1997/69 | 22/10/97 | Time off for voting on United States election day | Expiration date: 5/11/1997 |
| ST/IC/1997/80 | 25/11/97 | Official holidays and closure of Headquarters buildings to the public | Expiration date: 1/3/1998. See also ST/AI/283 and ST/IC/1997/21 |

## 6. Delegation of authority

No information circulars apply at present.

## 7. Duties and obligations

| | | | |
|---|---|---|---|
| ST/ADM/SER.A/277 | 8/10/54 | Standards of conduct in the international civil service | See also ST/IC/82/13 and ST/IC/1996/10 |
| ST/ADM/SER.A/1303 | 24/1/69 | Staff conduct at meetings | |
| ST/IC/82/13 | 26/2/82 | Standards of conduct | See also ST/ADM/SER.A/277 and ST/IC/1996/10 |
| ST/IC/82/77/Rev.1 | 11/1/83 | Abolition of confidential files | See also ST/AI/108, ST/AI/292 and ST/IC/88/19 |
| ST/IC/83/83 | 20/12/83 | Unauthorized use of diplomatic plates by Secretariat officials | |
| ST/IC/88/19 | 4/4/88 | Consolidation of personnel records into the official status files | See also ST/AI/108, ST/AI/292 and ST/IC/82/77/Rev.1 |
| ST/IC/1992/67 | 29/10/92 | Guidelines for promoting equal treatment of men and women in the Secretariat | See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1997/37 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1995/16 | 31/3/95 | Home addresses and telephone numbers | |
| ST/IC/1996/10 | 2/2/96 | Conduct of staff in their relations with government representatives | See also ST/ADM/SER.A/277 and ST/IC/82/13 |
| ST/IC/1996/29 | 25/4/96 | Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority" | See also ST/SGB/273 and ST/AI/397 |
| ST/IC/1996/60 | 11/10/96 | Communications and contacts with host country authorities | |
| ST/IC/1997/37 | 24/6/97 | United Nations harassment survey | Expiration date: 31/12/1997. See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1992/67 |
| ST/IC/1997/90 | 26/12/97 | Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles) | Expiration date: in effect until further notice |
| | | 8. Job classification systems | |
| ST/IC/1997/66 | 14/10/97 | Membership of the Classification Appeals and Review Committee for posts in the Professional category | Expiration date: 6/10/1999. See also ST/AI/277 |
| ST/IC/1997/67<br>ST/IC/1997/67/ Amend.1 | 14/10/97<br>31/12/97 | Membership of the New York General Service Classification Appeals and Review Committee | Expiration date: 25/10/1999. See also ST/AI/358 and Amend.1 |
| | | 9. General | |
| ST/ADM/SER.A/1315 | 14/3/69 | Designation, change or revocation of beneficiary | |
| ST/IC/82/77/Rev.1 | 11/1/83 | Abolition of confidential files | See also ST/AI/108, ST/AI/292 and ST/IC/88/19 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/83/83 | 20/12/83 | Unauthorized use of diplomatic plates by Secretariat officials | |
| ST/IC/84/18<br>ST/IC/84/18/ Amend.1 | 2/3/84<br>12/7/89 | Guidelines for work with visual display units | |
| ST/IC/84/46 | 21/6/84 | Payroll deduction for personal cheques returned by banks | |
| ST/IC/85/39 | 23/7/85 | Staff incentive programme: objectives and composition of the Staff Incentive Review Committee | See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2 |
| ST/IC//86/21 | 2/4/86 | After-school recreation and study programme for United Nations children | Paragraphs 3 and 7. See also ST/IC/1997/45 |
| ST/IC/88/19 | 4/4/88 | Consolidation of personnel records into the official status files | See also ST/AI/108, ST/AI/292 and ST/IC/82/77/Rev.1 |
| ST/IC/1992/67 | 29/10/92 | Guidelines for promoting equal treatment of men and women in the Secretariat | See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1997/37 |
| ST/IC/1993/53 | 21/9/93 | Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters | See also ST/SGB/276 and ST/IC/1994/38 |
| ST/IC/1994/38 | 30/8/94 | Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters | See also ST/IC/1993/53 |
| ST/IC/1995/16 | 31/3/95 | Home addresses and telephone numbers | |
| ST/IC/1995/86 | 8/12/95 | Booklet entitled AIDS and HIV Infection: Information for United Nations Employees and Their Families | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1996/29 | 25/4/96 | Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority" | See also ST/SGB/273 and ST/AI/397 |
| ST/IC/1996/69 | 27/11/96 | World AIDS Day - 2 December 1996 | |
| ST/IC/1997/1 | 2/1/97 | Address by the Secretary-General | See also ST/IC/1997/42 |
| ST/IC/1997/17 | 4/3/97 | International Women's Day | |
| ST/IC/1997/26 | 18/4/97 | Take Our Daughters to Work Day | |
| ST/IC/1997/33 | 29/5/97 | Cessation of tobacco smoking at United Nations Headquarters, New York | See also ST/AI/407 |
| ST/IC/1997/37 | 24/6/97 | United Nations harassment survey | Expiration date: 31/12/1997. See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1992/67 |
| ST/IC/1997/39 | 1/7/97 | Fireworks display on Friday, 4 July 1997 | |
| ST/IC/1997/42 | 14/7/97 | Briefing by the Secretary-General | See also ST/IC/1997/1 |
| ST/IC/1997/43 | 15/7/97 | New system for the promulgation of administrative issuances | Expiration date: 30/6/1998. See also ST/SGB/1997/1 and ST/SGB/1997/2 |
| ST/IC/1997/45 | 12/8/97 | After-school recreation and study programme for United Nations children | Expiration date 31/1/1998. See ST/IC/1997/88 |
| ST/IC/1997/48 | 13/8/97 | Working hours during the fifty-second session of the General Assembly | Expiration date: 31/12/1997. See also ST/AI/408 |
| ST/IC/1997/55 | 9/9/97 | Arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly | Expiration date: 31/12/1997. See also ST/SGB/259, ST/AI/387 and ST/IC/1997/56 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/56 | 10/9/97 | Additional arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly | Expiration date: 31/12/1997. See also ST/IC/1997/55 |
| ST/IC/1997/58 | 11/9/97 | Staff day 1997 | |
| ST/IC/1997/68 | 21/10/97 | United Nations Day - 24 October 1997 | Expiration date: 25/10/1997 |
| ST/IC/1997/69 | 22/10/97 | Time off for voting on United States election day | Expiration date: 5/11/1997 |
| ST/IC/1997/82 | 9/12/97 | Mental health - medical and employee assistance facilities | Expiration date: 31/12/1999. See also ST/AI/372 |
| ST/IC/1997/83 | 11/12/97 | Revised performance appraisal system | Expiration date: 31/12/1999. See also ST/SGB/1997/13 and ST/AI/1997/8 |
| ST/IC/1997/88 | 22/12/97 | After-school recreation and study programme for United Nations children | Expiration date 31/6/1998. See also ST/IC/86/21 (paras. 3 and 7) |

10. Medical and other insurance

| | | | |
|---|---|---|---|
| ST/ADM/SER.A/1459 | 1/10/70 | Personal insurance assistance progamme | |
| ST/ADM/SER.1867 | 29/5/75 | Changes in health insurance arrangements | Paragraphs 1 and 4 |
| ST/IC/78/38 | 12/6/78 | Group life insurance: changes in coverage | See also ST/IC/1996/42 |
| ST/IC/86/20 | 26/3/86 | Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme | |
| ST/IC/84/4 | 19/1/84 | Changes in the Headquarters medical and dental insurance plans | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/86/44 | 15/9/86 | Medical scheme for staff appointed under the 300 series of the Staff Rules | |
| ST/IC/86/72 | 29/12/86 | Age limitation on the participation of dependent children in United Nations health insurance schemes | |
| ST/IC/87/33 | 19/6/87 | Health insurance coverage for locally recruited staff at designated duty stations away from Headquarters | See also ST/AI/343 |
| ST/IC/1993/18 | 25/3/93 | Membership of the Health and Life Insurance Committee | |
| ST/IC/1996/42 | 17/7/96 | Group life insurance - premium rate decrease and waiver of automatic increase | See also ST/IC/78/38 |
| ST/IC/1996/78 | 23/12/96 | Van Breda medical, hospital and dental insurance | Paragraphs 8-24 only. See also ST/IC/1997/91 |
| ST/IC/1997/29 | 19/5/97 | Improvements in the Aetna health insurance plan | See also ST/IC/1997/32 |
| ST/IC/1997/32 | 28/5/97 | Renewal of the Headquarters medical and dental insurance plans effective 1 July 1997, and annual enrolment campaign, 2-6 June 1997 | See annex VIII of the circular for insurance carrier addresses and telephone numbers for claims and benefit inquiries. See also ST/IC/1997/29 |
| ST/IC/1997/82 | 9/12/97 | Mental health - medical and employee assistance facilities | Expiration date: 31/12/1999. See also ST/AI/372 |
| ST/IC/1997/90 | 26/12/97 | Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles) | Expiration date: in effect until further notice |
| ST/IC/1997/91 | 31/12/97 | Van Breda medical, hospital and dental insurance | Expiration date: 31/12/1998. See also ST/IC/1996/78 (paras. 8-24) |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| | | 11. Pensions, post-retirement services and employment beyond retirement | |
| ST/IC/1994/15 | 19/4/94 | Pensionable remuneration of staff in the General Service and related categories | See also ST/IC/1994/17 |
| ST/IC/1994/17 | 25/4/94 | Revised format of salary scales of locally recruited staff | See also ST/IC/1994/15 |
| ST/IC/1997/62 | 19/9/97 | Employment of retirees | Expiration date: 31/12/1998. See also ST/AI/213/Rev.1 |
| ST/IC/1997/73 | 11/11/97 | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category | See also ST/IC/1997/2 in section C.XI.13 |
| | | 12. Post adjustment | |
| ST/IC/88/55 | 22/9/88 | Application of the remuneration correction factor to post adjustment at Geneva and Vienna: implementation of Administrative Tribunal Judgement No. 421 | |
| ST/IC/1994/7 | 17/2/94 | Survey of out-of-area expenditures for post adjustment calculation | See also ST/IC/1995/48 and ST/IC/1997/71 |
| ST/IC/1995/48 | 9/8/95 | Survey of housing and domestic service costs in New York for calculation of post adjustment | |
| ST/IC/1997/71 | 31/10/97 | Post adjustment classification for New York | |
| | | 13. Salary scales and payments | |
| ST/IC/1992/18 | 6/3/92 | Separation payments for staff in the Professional and higher categories | |
| ST/IC/1994/15 | 19/4/94 | Pensionable remuneration of staff in the General Service and related categories | See also ST/IC/1994/17 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1994/17 | 25/4/94 | Revised format of salary scales of locally recruited staff | See also ST/IC/1994/15 |
| ST/IC/1995/51 | 16/8/95 | (a) Revised salary scale for staff in the Trades and Crafts category at Headquarters, and results of the salary survey conducted for the Security Service category; (b) Revised dependency allowances for staff in the General Service, Language Teacher, Public Information Assistant, Trades and Crafts, and Security Service categories at Headquarters | Paragraph 6. See also ST/IC/1997/10 and ST/IC/1997/74 |
| ST/IC/1997/2 | 7/1/97 | Revised base salary scale for staff in the Professional and higher categories and for staff in the Field Service category | See also ST/IC/1997/73 |
| ST/IC/1997/10 | 31/1/97 | Revised salary scales for staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters | See also ST/IC/1994/17 and ST/IC/1995/51 (para. 6) in section C.XI.2 and ST/IC/1997/74 (para. 5) |
| ST/IC/1997/73 | 11/11/97 | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category | See also ST/IC/1997/2 |
| ST/IC/1997/74 | 13/11/97 | Revised salary scale for staff in the Security Service category at Headquarters | See also ST/IC/1994/17, ST/IC/1995/51 and ST/IC/1997/10 |

## 14. Staff regulations and rules

No information circulars apply at present.

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| | | 15. Training, career development and examinations | |
| ST/IC/84/18<br>ST/IC/84/18/ Amend.1 | 2/3/84<br>12/7/89 | Guidelines for work with visual display units | |
| ST/IC/85/39 | 23/7/85 | Staff incentive programme: objectives and composition of the Staff Incentive Review Committee | See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2 |
| ST/IC/86/52 | 10/10/86 | Career development and placement of staff | See also ST/SGB/166, ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1, ST/IC/1994/49 and ST/IC/1995/70 in section C.XI.4 |
| ST/IC/86/62 | 24/11/86 | Career development plan for the General Service and related categories in New York | See above |
| ST/IC/1993/66<br>ST/IC/1993/66/ Corr.2<br>ST/IC/1993/66/ Add.1 | 2/12/93<br>8/8/94<br>2/12/93 | Placement and promotion | See also ST/SGB/267 and ST/AI/413, and ST/IC/1994/49 and ST/IC/1995/70 in section C.XI.4. |
| ST/IC/1995/72 | 3/11/95 | Information technology training | See also ST/AI/355 |
| ST/IC/1995/73 | 8/11/95 | Multilingualism | See also ST/AI/113, ST/AI/207 and ST/IC/1997/78 |
| ST/IC/1996/41<br>ST/IC/1996/41/ Corr.1 | 11/7/96<br>31/10/96 | United Nations Sabbatical Leave Programme for the year 1997 | See ST/IC/1997/49 for the Sabbatical Leave Programme for the year 1998 |
| ST/IC/1996/77 | 18/12/96 | Language and communication skills training - 1997 programme | See also ST/IC/1997/23 and ST/IC/1997/53. See ST/IC/1997/78 for 1998 programme |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/23 | 8/4/97 | Language proficiency examinations | See also ST/AI/207, ST/IC/1995/73, ST/IC/1996/77 and ST/IC/1997/53 |
| ST/IC/1997/47 | 13/8/97 | 1998 competitive examination for promotion to the Professional category of staff members from other categories | See also ST/SGB/173, ST/AI/418, ST/IC/1997/81 and ST/IC/1997/84 |
| ST/IC/1997/49 | 14/8/97 | United Nations Sabbatical Leave Programme for the year 1998 | Expiration date: 31/12/1998. See also ST/IC/1996/41 and Corr.1 |
| ST/IC/1997/52 | 22/8/97 | 1998 national competitive recruitment examinations | Expiration date: 31/12/1998. See also ST/SGB/210 and ST/AI/1997/1 |
| ST/IC/1997/53 | 25/8/97 | 1998 language proficiency examinations | Expiration date: 31/12/1998. See also ST/AI/207, ST/IC/1995/73, ST/IC/1996/77 and ST/IC/1997/23 |
| ST/IC/1997/78 | 21/11/97 | Language and communication skills training at Headquarters - 1998 programme | Expiration date: 31/12/1998. See also ST/AI/113, ST/AI/207 and ST/IC/1995/73 |
| ST/IC/1997/81 | 8/12/97 | Competitive examination for promotion to the Professional category of staff members from other categories | Expiration date: 31/12/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/84 |
| ST/IC/1997/84 | 10/12/97 | Competitive examination for promotion to the Professional category of staff members from other categories | Expiration date: 30/11/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/81 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| | | 16. United States taxes | |
| ST/IC/84/10 | 26/1/84 | Staff members who are not United States nationals but receive investment income from United States sources | See also ST/IC/84/74 |
| ST/IC/84/74 | 24/10/84 | Changes in United States tax legislation concerning individuals in the United States who are not United States nationals | See also ST/IC/84/10 and ST/IC/1991/39 |
| ST/IC/84/80 | 3/12/84 | Payment of income taxes | See also ST/IC/87/64 |
| ST/IC/87/64 | 23/12/87 | Confirmation of tax return information | See also ST/IC/84/80 |
| ST/IC/1991/39 | 3/6/91 | Significant changes in United States estate tax and their possible effect on non-United States citizen staff members | |
| ST/IC/1996/5 | 8/1/96 | Payment of income taxes (1996) | See also ST/IC/1996/73 |
| ST/IC/1996/73 | 10/12/96 | Payment of income taxes | See also ST/IC/84/80 and ST/IC/87/64 |
| | | 17. Visas | |
| ST/IC/78/53 | 24/8/78 | Employment of family members on G-4 visas | See also ST/AI/294, ST/IC/89/13 and ST/IC/1996/49 |
| ST/IC/87/16<br>ST/IC/87/16/Corr.1 | 30/3/87<br>3/4/87 | United States Immigration Reform and Control Act of 1986 | See also ST/IC/89/7 and ST/IC/1995/42 |
| ST/IC/87/27 (English only)<br>ST/IC/87/27/Add.1 (English only) | 27/5/87<br>30/7/87 | Information on United Nations staff members and members of their household requested by the United States Mission | |
| ST/IC/89/7 | 17/1/89 | United States Immigration Technical Corrections Act of 1988 | See also ST/IC/87/16 and Corr.1 and ST/IC/1995/42 |
| ST/IC/89/13 | 14/2/89 | Employment of persons on G-4 visas | See also ST/AI/294, ST/IC/78/53 and ST/IC/1996/49 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/89/25 | 11/4/89 | Consideration of family members for employment in the General Service category in New York | |
| ST/IC/1995/42 | 5/7/95 | United States Immigration and Nationality Technical Corrections Act of 1994 | See also ST/IC/87/16 and Corr.1 and ST/IC/89/7 |
| ST/IC/1996/49 | 5/8/96 | Cancellation of G-4 and G-5 visas on separation or transfer of staff members | See also ST/AI/294 and ST/IC/1997/13 |
| ST/IC/1997/13 | 18/2/97 | New requirements by the host country for personal employees on a G-5 visa | See also ST/IC/1996/49 and ST/IC/1997/18 |
| ST/IC/1997/18 | 6/3/97 | Household employees of United Nations staff members: participation in the United States Social Security Programme | See also ST/IC/1996/49 and ST/IC/1997/13 |

## XII. PROPERTY AND SUPPLIES

### 1. Property control

| | | | |
|---|---|---|---|
| ST/ADM/SER.A/1214 | 19/12/67 | Document copying and duplicating facilities: need for economy in expenditure | |
| ST/ADM/SER.A/1814 | 28/10/74 | Economy in the use of stationery and office supplies | See also ST/IC/88/18 and ST/IC/1992/76 |
| ST/IC/81/38 | 29/4/81 | Care of valuables and confidential material | See also ST/SGB/272 and ST/AI/341 |
| ST/IC/84/33 | 5/6/84 | Safeguarding of United Nations keys | |
| ST/IC/88/18 | 29/3/88 | Office paper recycling programme in the Secretariat building | See also ST/IC/1992/76. See also ST/IC/1994/13 in section C.V.1 |
| ST/IC/1990/8 | 16/1/90 | Virus alert: how to prevent microcomputer viruses | See also ST/IC/1992/14 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1991/4 | 30/1/91 | Software products for microcomputers | See also ST/AI/355, ST/AI/359, ST/AI/361, ST/AI/386, ST/IC/1990/8, ST/IC/1992/14, ST/IC/1995/41, ST/IC/1995/54, ST/IC/1995/72 and ST/IC/1997/61 |
| ST/IC/1991/18 | 12/3/91 | Operating system software to be used on personal computer local area networks | See also ST/AI/386 and ST/IC/1995/54 |
| ST/IC/1991/57 | 14/10/91 | Service calls for office equipment | |
| ST/IC/1992/14 | 28/2/92 | Computer virus alert | See also ST/IC/1990/8 |
| ST/IC/1992/76 | 20/11/92 | Recycling programme at Headquarters | See also ST/IC/88/18 above and ST/IC/1994/13 in section C.V.1 |
| ST/IC/1993/21 | 31/3/93 | Property management | See also ST/AI/97/Rev.2 and ST/AI/374 |
| ST/IC/1994/23 | 4/5/94 | Membership of the Working Group of the Technological Innovations Board | See also ST/SGB/245 |
| ST/IC/1995/27 | 12/5/95 | Internet project | |
| ST/IC/1995/41 | 28/6/95 | Sharing WordPerfect documents | See also ST/AI/361 |
| ST/IC/1995/54 | 25/8/95 | Windows 95 software | See also ST/AI/347, ST/AI/355, ST/AI/386, ST/IC/1991/4, ST/IC/1991/18 and ST/IC/1997/61 |
| ST/IC/1995/72 | 3/11/95 | Information technology training | See also ST/AI/355 |
| ST/IC/1997/11 | 4/2/97 | Electronic mail - directory maintenance and automatic message deletion | See also ST/AI/386 and ST/IC/1997/70 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/1997/61 | 18/9/97 | Implementation of a new desktop operating system on personal computers at United Nations Headquarters | Expiration date: 31/12/1998 |
| ST/IC/1997/70 | 27/10/97 | Electronic mail | Expiration date: 31/12/2000. See also ST/AI/386 and ST/IC/1997/11 |

2. General

| | | | |
|---|---|---|---|
| ST/IC/1996/9 | 1/2/96 | Conservation of electric power and steam at Headquarters | See also ST/AI/323 |

## XIII. PROTOCOL

No information circulars apply at present.

## XIV. TRAVEL AND TRANSPORTATION

1. Automobiles, baggage and customs

| | | | |
|---|---|---|---|
| ST/IC/1991/12 | 15/2/91 | Travel and shipping restrictions | |
| ST/IC/1995/1 | 16/1/95 | Procedures for obtaining the release of diplomatic vehicles | |
| ST/IC/1997/90 | 26/12/97 | Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles) | Expiration date: in effect until further notice |

2. Expenses

| | | | |
|---|---|---|---|
| ST/IC/84/65 | 18/9/84 | Travel advance payments | See also ST/AI/381 |

3. General

| | | | |
|---|---|---|---|
| ST/IC/84/65 | 18/9/84 | Travel advance payments | See also ST/AI/381 |
| ST/IC/85/18 | 4/4/85 | Standard of accommodation | See also ST/IC/88/6 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/85/48 | 12/9/85 | Host country travel regulations | See also ST/IC/85/76, ST/IC/86/4, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1991/3, ST/IC/1992/2 and ST/IC/1992/51 |
| ST/IC/85/76 | 20/12/85 | Host country travel regulations: private travel by staff members in the United States | See also ST/IC/85/48 |
| ST/IC/86/4 | 14/1/86 | Official travel of United Nations staff members in the United States | See also ST/IC/85/48 |
| ST/IC/88/6 | 3/2/88 | Standard of accommodation | See also ST/IC/85/18 |
| ST/IC/89/10 | 1/2/89 | Host country travel regulations | See also ST/IC/85/48 |
| ST/IC/1990/13<br>ST/IC/1990/13/ Amend.5 | 19/3/90<br>28/12/95 | Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel | See also ST/AI/249/Rev.3 and Amend.4 and ST/AI/257 |
| ST/IC/1990/14<br>ST/IC/1990/16<br>ST/IC/1991/3<br>ST/IC/1992/2<br>ST/IC/1992/51 | 14/2/90<br>16/2/90<br>16/1/91<br>10/1/92<br>3/9/92 | Host country travel regulations | See also ST/IC/85/48 |
| ST/IC/1993/45 | 31/8/93 | Official travel agency at Headquarters | |